

Role Profile

Job Title: Accounts Assistant
Department: Finance Department (Management Accounts)
Reports To: Management & Project Accountant
Ref: Ref-283, V1 - 10 Nov 2023

Role Overview

To assist in the preparation of the weekly grower payment information, the weekly management accounts and the customer and product costings.

Main Duties

- Compiling and verifying various system reports
- Combining these reports into a set of schedules that feed into
 - Growers & Producer Organisations Payments information
 - Weekly Management Accounts and KPI reports
 - Customer Costing & Profitability Schedules
- Perform detailed sense checking and error checking
- Analysing and investigating variances against budgets
- Involvement in projects as required

This is not an exhaustive list and is subject to change and amendment.

Competencies to perform the role

- High attention to detail and accuracy
- Strong IT skills including advanced excel spreadsheet experience
- Excellent communication skills - switching easily from high level to detailed information as needed
- Excellent analytical skills – Have an investigative, analytical and mathematical mind-set
- Strong work ethic - Respond effectively under pressure and meet deadlines
- Flexible and adaptable – Ability to comply with existing/quickly adapt to new processes within the organisation
- Enthusiastic and flexible team player with high expectations of self and others
- Able to work under pressure, on own initiative and constantly seek to improve
- You will proactively strive to enhance existing processes to add value and will adapt quickly and positively to change

Experience and Qualifications

- This role would suit someone who is currently studying or interested in an Accounting/Finance Qualification
- Similar industry experience would be desirable
- Experience of using ERP Systems
- Excellent Microsoft Excel skills are essential, with Word knowledge

Other significant role requirements

- Occasional travel may be required

Performing the role in line with the Monaghan Cultural Values:

1. We do the right thing: We use this philosophy to drive every aspect of our business, from product, to process to people
2. Forward Thinking: We think ahead and we think for the long term
3. Down to Earth: We understand the importance of communicating our discoveries in a straightforward way
4. Inspiring: We seek out new ways to excite and inspire each other
5. Egalitarian: We have always been grounded in the belief that everyone is equal. That everyone deserves an equal chance to speak, be heard and make an impact